

Historic, archived document

Do not assume content reflects current scientific knowledge, policies, or practices.



Reserve
1.917
A25+2

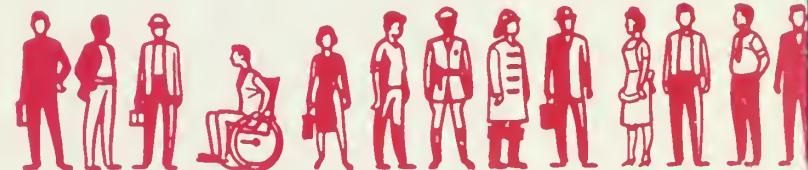
U. S. DEPT. OF AGRICULTURE
NATIONAL AGRICULTURAL LIBRARY

JUN 19 1969

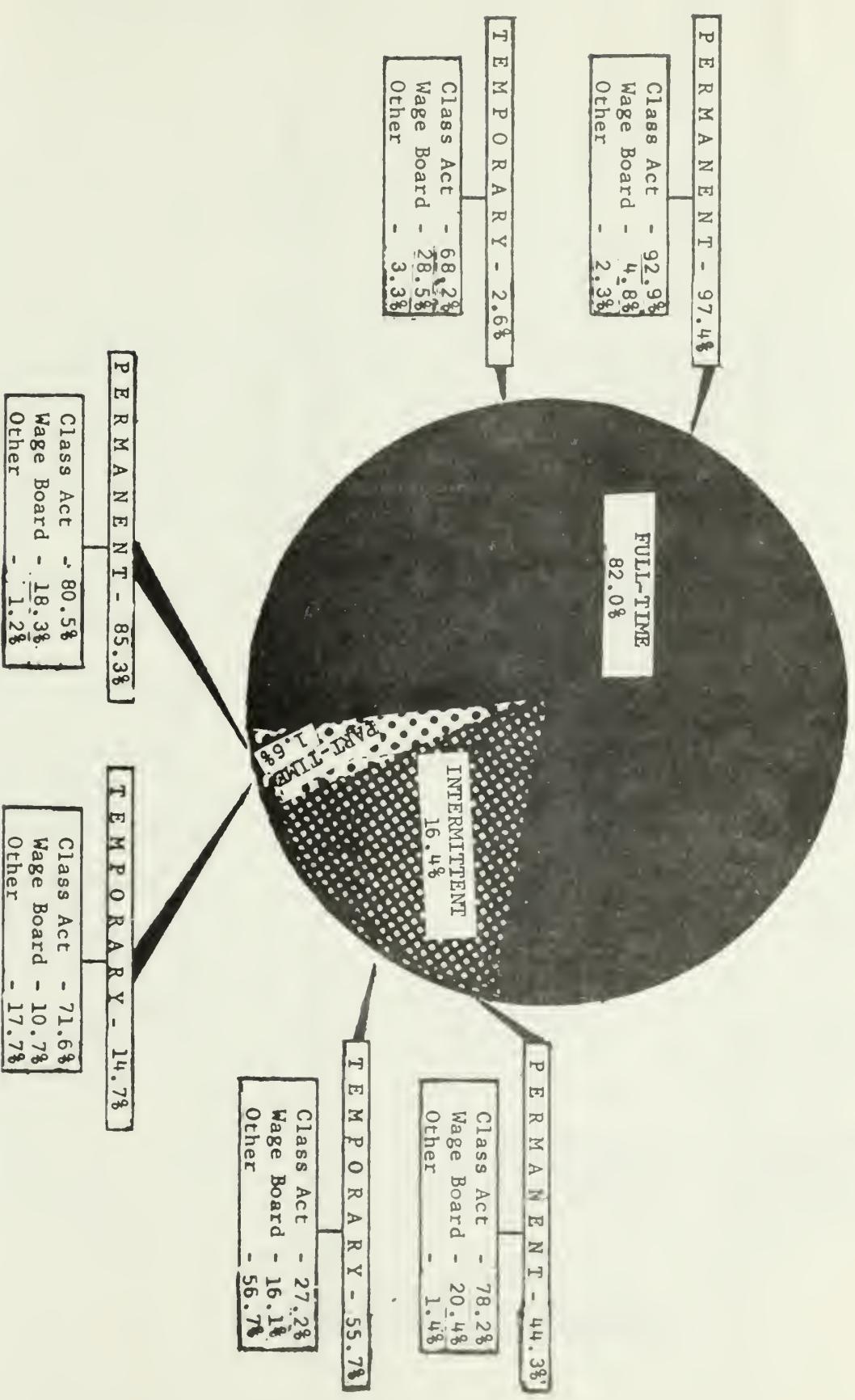
CURRENT SERIAL RECORDS

STATISTICAL SUMMARY OF EMPLOYMENT

March 1969



DISTRIBUTION OF TOTAL PAID EMPLOYEES AS OF March 31, 1969



*Includes employees in the 50 States, Territories, Possessions, and Foreign Countries.

COMPARISON OF FULL-TIME EMPLOYMENT

	Excluding Employees in Territories & Foreign Countries	Including Employees in Territories & Foreign Countries
TOTAL		
As of 12/31/68	85,514	86,756
As of 3/31/69	<u>83,804</u>	<u>84,992</u>
Net Change	<u>- 1,710</u>	<u>- 1,764</u>
INSIDE D. C. METRO. AREA		
As of 12/31/68	12,319	12,319
As of 3/31/69	<u>12,121</u>	<u>12,121</u>
Net Change	<u>- 198</u>	<u>- 198</u>
OUTSIDE D. C. METRO. AREA		
As of 12/31/68	73,195	74,437
As of 3/31/69	<u>71,683</u>	<u>72,871</u>
Net Change	<u>- 1,512</u>	<u>- 1,566</u>

Full-time employment in the Department of Agriculture numbered 84,992 on March 31, 1969, as compared with 86,756 on December 31, 1968. Part-time and intermittent employment totaled 18,600 as compared with 20,799 on December 31, 1968.

Total paid employment on March 31, 1969, was 103,592, a decrease of 3,963 since December 31, 1968. This figure applies to total paid employment in the Department including employees in Territories and Foreign Countries, and part-time workers as well as those regularly employed.

The decrease in full-time employment applies to all agencies of the Department and is due to reductions in Budget ceilings. Part-time and intermittent employment decrease is due to the fact that March is the off season for most intermittent employment throughout the Department.

REPORT OF PAID EMPLOYMENT
 March 31, 1969
 Inside and Outside Washington, D.C., Metropolitan Area 1/

AGENCY	FULL-TIME			PART-TIME	INTERMITTENT	TOTAL PAID
	PERM.	TEMP.	TOTAL			
TOTAL	82,782	2,210	84,992	1,651	16,949	103,592
01 SECY	88	1	89	1	1	91
02 CEMS	14,238	192	14,430	124	954	15,508
03 ARS	13,982	683	14,665	192	1,006	15,863
04 CEA	147	1	148	-	-	148
05 ASCS	4,104	81	4,185	55	219	4,459
06 PCS	87	3	90	3	1	94
07 FHA	6,439	158	6,597	125	* 5,138	11,860 2/
08 FCIC	661	8	669	54	1,256	1,979
09 FES	244	5	249	10	1	260
10 FAS	858	10	868	9	6	883
11 FS	21,210	969	22,179	812	6,203	29,194 3/
12 NAL	163	-	163	4	18	185
13 INF	209	-	209	-	6	215
14 OGC	337	5	342	2	10	354
15 REA	842	3	845	3	12	860
16 SCS	14,775	26	14,801	203	1,869	16,873
17 OMS	310	3	313	2	-	315
18 ERS	1,026	12	1,038	36	18	1,092
19 SEG	8	-	8	-	-	8
20 SRS	1,189	9	1,198	8	157	1,363
21 RCDS	22	-	22	-	-	22
22 CSRS	87	4	91	1	-	92
23 OIG	834	6	840	3	10	853
24 IADS	91	2	93	-	3	96
25 IOS	9	-	9	-	-	9
27 RPDES	31	2	33	-	1	34
28 PSA	181	1	182	1	-	183
90 B&F	61	2	63	1	-	64
92 OHE	7	-	7	-	-	7
94 OMI	221	-	221	1	60	282
96 OP	71	-	71	-	-	71
98 P&O	250	24	274	1	-	275

1/ Includes employees in the 50 States, Territories, Possessions, and Foreign Countries

* Includes 5,048 FHA State and County Committeemen who performed service during the month.

2/ Includes 250 employees paid from Economic Opportunity appropriations.

3/ Includes 2,367 Job Corps employees.

REPORT OF PAID EMPLOYMENT
 March 31, 1969
 Inside Washington, D.C., Metropolitan Area

AGENCY	FULL-TIME			PART-TIME	INTERMITTENT	TOTAL PAID
	PERM.	TEMP.	TOTAL			
TOTAL	11,915	206	12,121	222	365	12,708
01 SECY	84	1	85	1	-	86
02 CEMS	1,647	8	1,655	28	4	1,687
03 ARS	3,238	122	3,360	67	257	3,684
04 CEA	39	1	40	-	-	40
05 ASCS	852	5	857	12	3	872
06 FCS	83	-	83	3	1	87
07 FHA	210	4	214	11	10	235
08 FCIC	82	-	82	1	-	83
09 FES	203	-	203	9	1	213
10 FAS	575	6	581	8	2	591
11 FS	702	8	710	33	10	753
12 NAL	163	-	163	4	18	185
13 INF	209	-	209	-	6	215
14 OGC	180	4	184	2	4	190
15 REA	667	3	670	3	12	685
16 SCS	575	3	578	9	17	604
17 OMS	310	3	313	2	-	315
18 ERS	733	5	738	19	4	761
19 SEG	8	-	8	-	-	8
20 SRS	441	2	443	5	10	458
21 RCDS	22	-	22	-	-	22
22 CSRS	84	2	86	1	-	87
23 OIG	198	1	199	1	3	203
24 IADS	87	-	87	-	2	89
25 IOS	9	-	9	-	-	9
27 RPDES	31	2	33	-	1	34
28 PSA	80	-	80	1	-	81
90 B&F	61	2	63	1	-	64
92 OHE	7	-	7	-	-	7
94 OMI	14	-	14	-	-	14
96 OP	71	-	71	-	-	71
98 P&O	250	24	274	1	-	275

REPORT OF PAID EMPLOYMENT
 March 31, 1969
 Outside Washington, D.C., Metropolitan Area 1/

AGENCY	FULL-TIME			PART-TIME	INTERMITTENT	TOTAL PAID
	PERM.	TEMP.	TOTAL			
TOTAL	70,867	2,004	72,871	1,429	16,584	90,884
01 SECY	4	-	4	-	1	5
02 C&MS	12,591	184	12,775	96	950	13,821
03 ARS	10,744	561	11,305	125	749	12,179
04 CEA	108	-	108	-	-	108
05 ASCS	3,252	76	3,328	43	216	3,567
06 FCS	4	3	7	-	-	7
07 FHA	6,229	154	6,383	114	5,128	11,625
08 FCIC	579	8	587	53	1,256	1,896
09 FES	41	5	46	1	-	47
10 FAS	283	4	287	1	4	292
11 FS	20,508	961	21,469	779	6,193	28,441
12 NAL						
13 INF						
14 OGC	157	1	158	-	6	164
15 REA	175	-	175	-	-	175
16 SCS	14,200	23	14,223	194	1,852	16,269
17 OMS						
18 ERS	293	7	300	17	14	331
19 SEG						
20 SRS	748	7	755	3	147	905
21 RCDS						
22 CSRS	3	2	5	-	-	5
23 OIG	636	5	641	2	7	650
24 IADS	4	2	6	-	1	7
25 IOS						
27 RPDES						
28 PSA	101	1	102	-	-	102
90 B&F						
92 OHE						
94 OMI	207	-	207	1	60	268
96 OP						
98 P&O						

1/ Includes employees in the 50 States, Territories, Possessions and Foreign Countries.

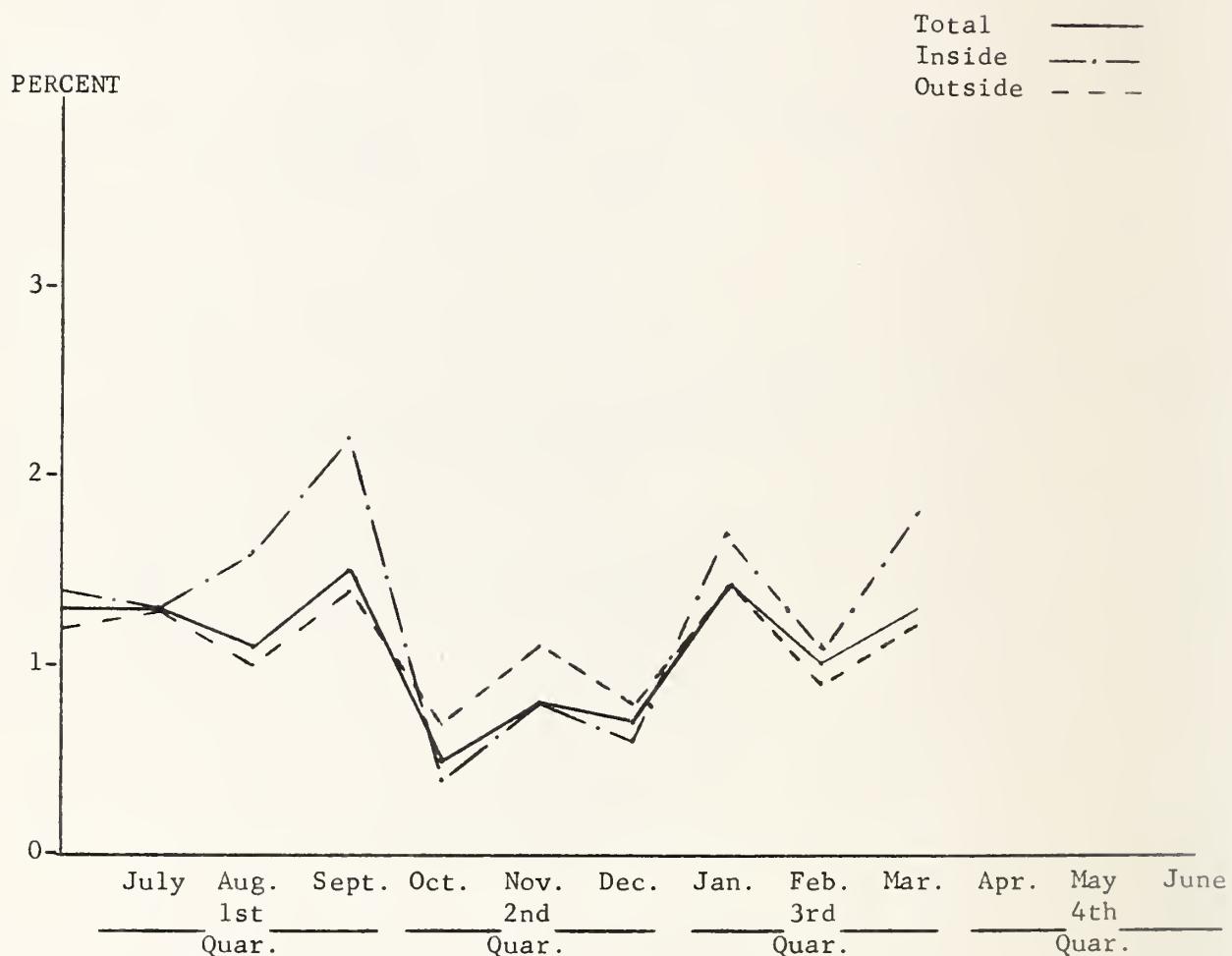
TREND OF TURNOVER OF PERMANENT FULL-TIME EMPLOYEES 1/

MONTH	TOTAL			INSIDE WASH., D. C., MET. AREA			OUTSIDE WASH., D. C., MET. AREA		
	AVERAGE NO. OF EMPL. DURING MONTH	NO. SEP. EXCEPT INTRA- DEPT. ACTIONS	PER- CENT OF TURN- OVER	AVERAGE NO. OF EMPL. DURING MONTH	NO. SEP. EXCEPT INTRA- DEPT. ACTIONS	PER- CENT OF TURN- OVER	AVERAGE NO. OF EMPL. DURING MONTH	NO. SEP. EXCEPT INTRA- DEPT. ACTIONS	PER- CENT OF TURN- OVER
FY 1966									
Sept.	*	*	*	*	*	*	*	*	*
Dec.	79,148	1,410	1.8	11,738	327	2.8	67,410	1,081	1.6
March	79,043	802	1.0	11,620	129	1.1	67,423	673	1.0
June	84,173	575	0.7	12,048	124	1.0	72,125	451	0.6
FY 1967									
Sept.	82,272	1,494	1.8	12,075	331	2.7	70,197	1,163	1.7
Dec.	82,528	637	0.8	12,131	118	1.0	70,397	519	0.7
March	82,260	808	1.0	12,069	140	1.2	70,191	668	0.9
June	83,967	1,179	1.4	12,682	234	1.9	71,626	945	1.3
FY 1968									
Sept.	85,213	1,438	1.7	12,587	313	2.5	72,626	1,125	1.5
Dec.	84,982	683	0.8	12,632	123	1.0	72,350	560	0.8
March	84,264	955	1.1	12,514	159	1.3	71,750	796	1.1
June	84,263	1,072	1.3	12,378	178	1.4	71,885	894	1.2
FY 1969									
July	85,130	1,091	1.3	12,479	162	1.3	72,651	929	1.3
August	84,990	933	1.1	12,452	199	1.6	72,538	734	1.0
Sept.	84,088	1,266	1.5	12,463	280	2.2	71,625	986	1.4
Oct.	83,220	390	0.5	12,363	91	0.7	70,857	299	0.4
Nov.	82,870	680	0.8	12,165	134	1.1	70,705	546	0.8
Dec.	82,792	543	0.7	12,126	103	0.8	70,666	440	0.6
Jan.	83,620	1,192	1.4	12,188	202	1.7	71,432	990	1.4
Feb.	84,293	731	1.0	12,240	135	1.1	72,053	656	0.9
March	84,125	1,085	1.3	12,174	215	1.8	71,798	870	1.2
April									
May									
June									

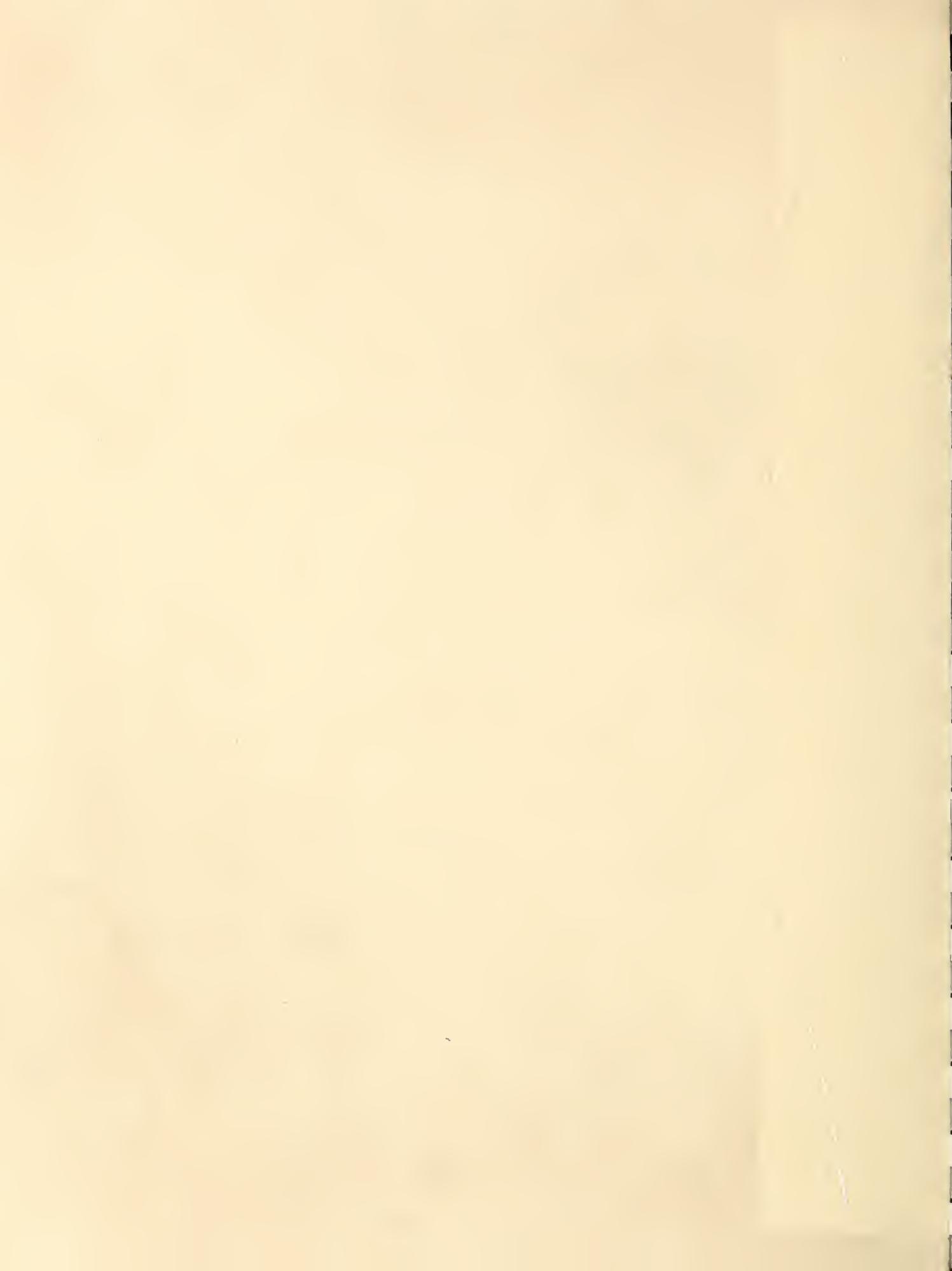
1/ Excludes WOC employees and employees in Territories and Foreign Countries.

* Comparable data not available.

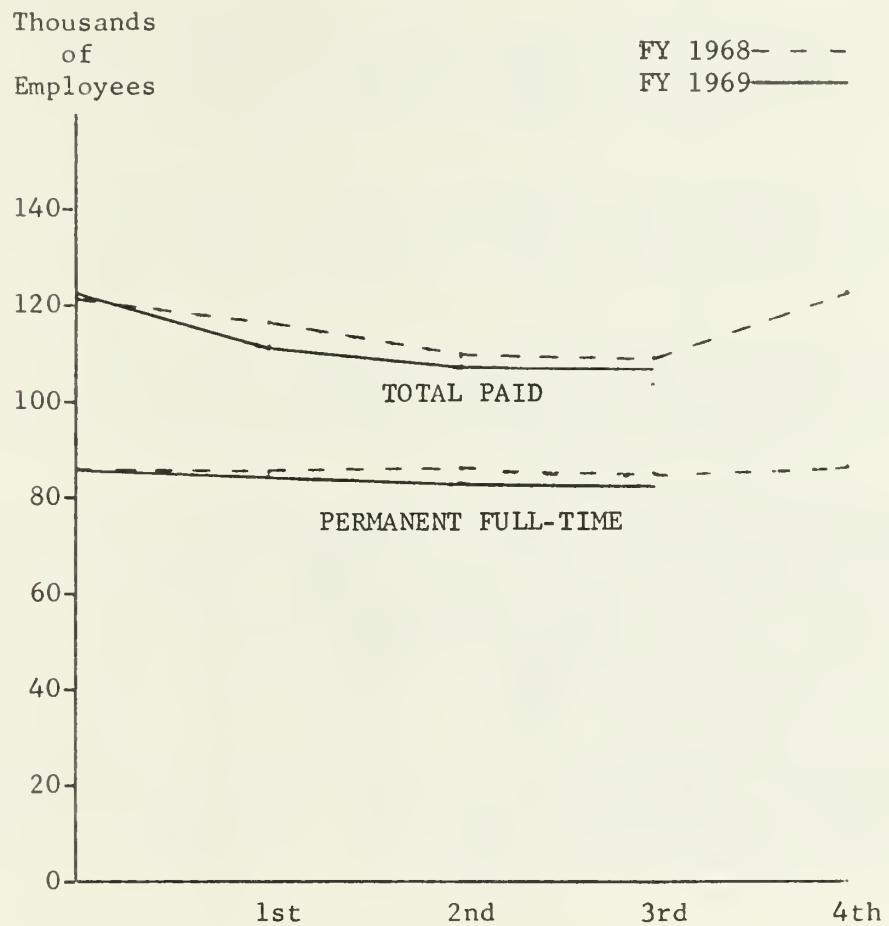
TURNOVER OF PERMANENT FULL-TIME EMPLOYEES
FOR CURRENT FISCAL YEAR 1/



1/ Excludes employees outside the 50 States. Excludes transfers between Agencies of the Department.

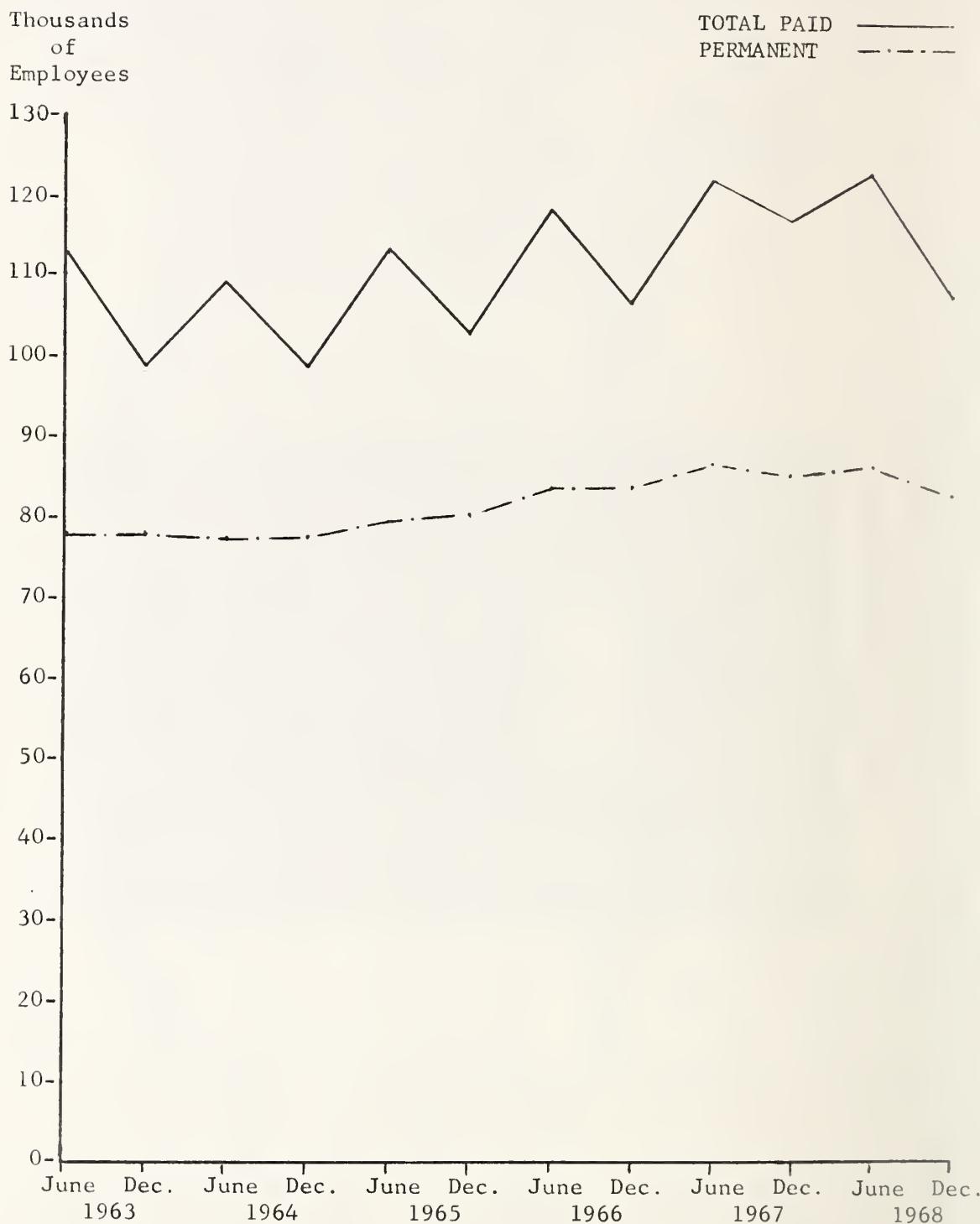


COMPARISON OF PERMANENT FULL-TIME AND TOTAL PAID EMPLOYMENT
BY QUARTERS FOR FISCAL YEARS 1968 AND 1969 1/

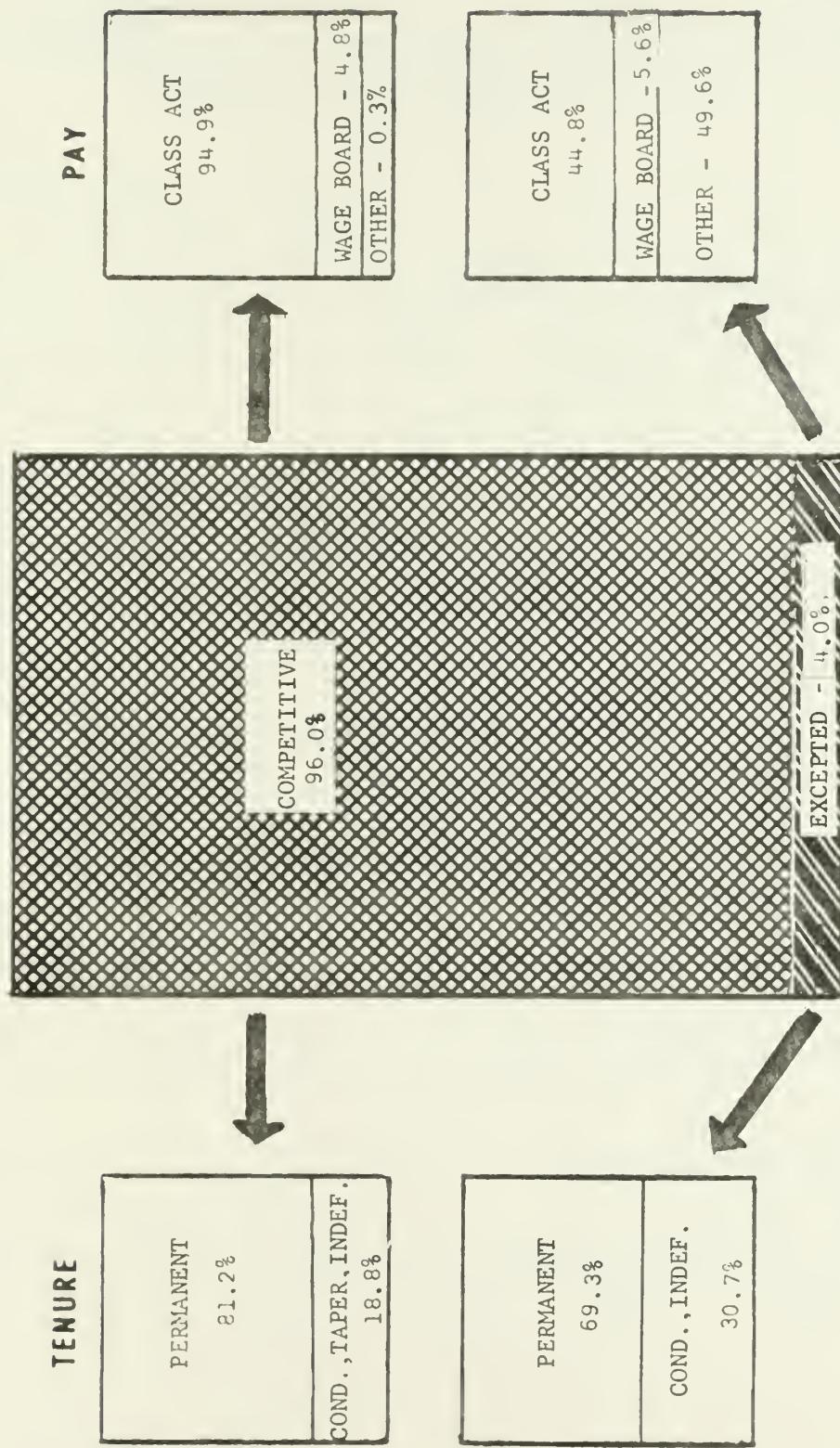


1/ Includes employees in Territories and Foreign Countries, but excludes WOC employees.

COMPARISON OF PERMANENT FULL-TIME AND TOTAL PAID EMPLOYMENT
FROM 1963 to 1967 FOR MONTHS INDICATED

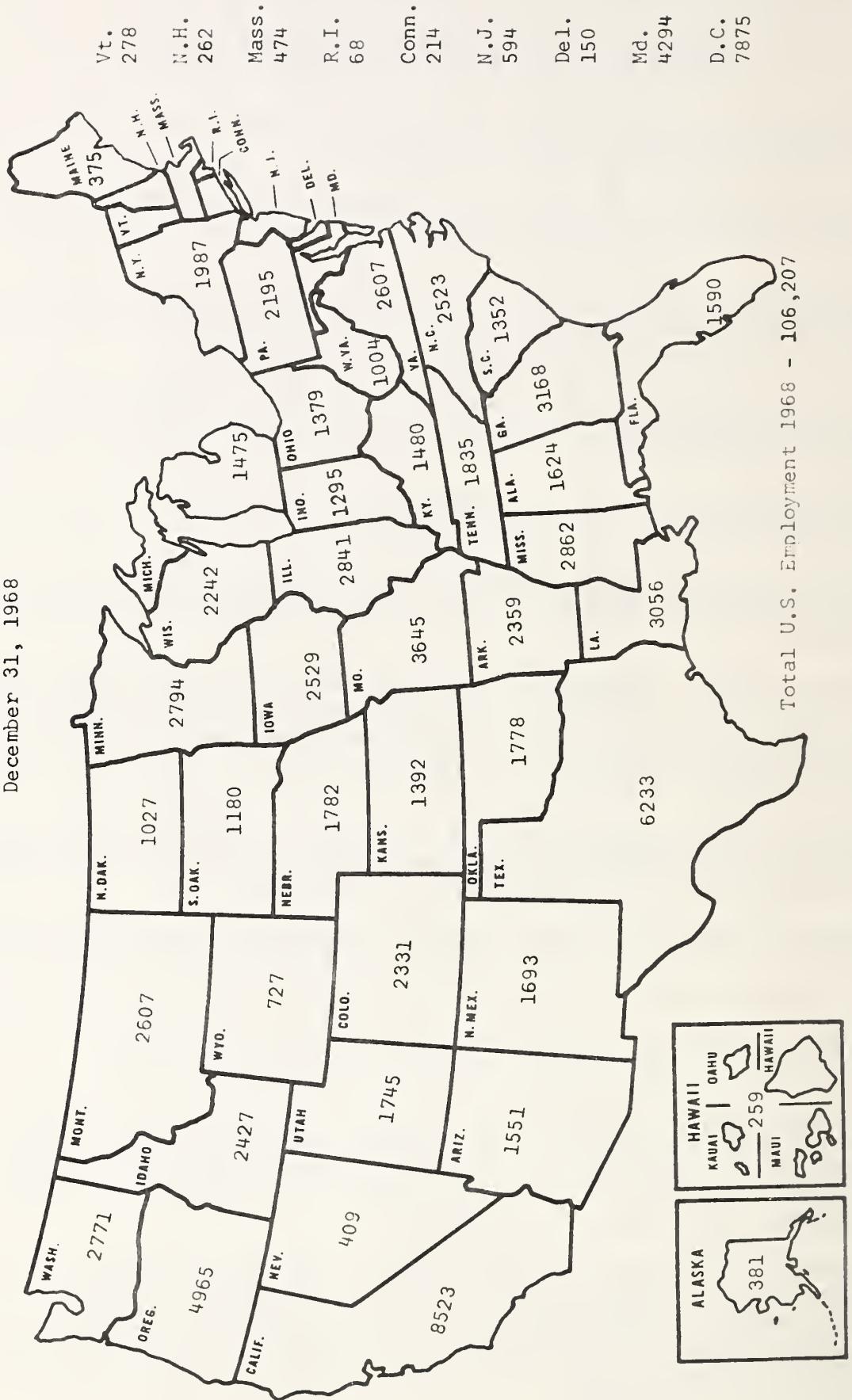


TYPE OF APPOINTMENT



*Includes employees in the 50 States, Territories, Possessions, and Foreign Countries.

U. S. DEPARTMENT OF AGRICULTURE
GEOGRAPHIC DISTRIBUTION OF TOTAL PAID EMPLOYMENT BY STATE
December 31, 1968

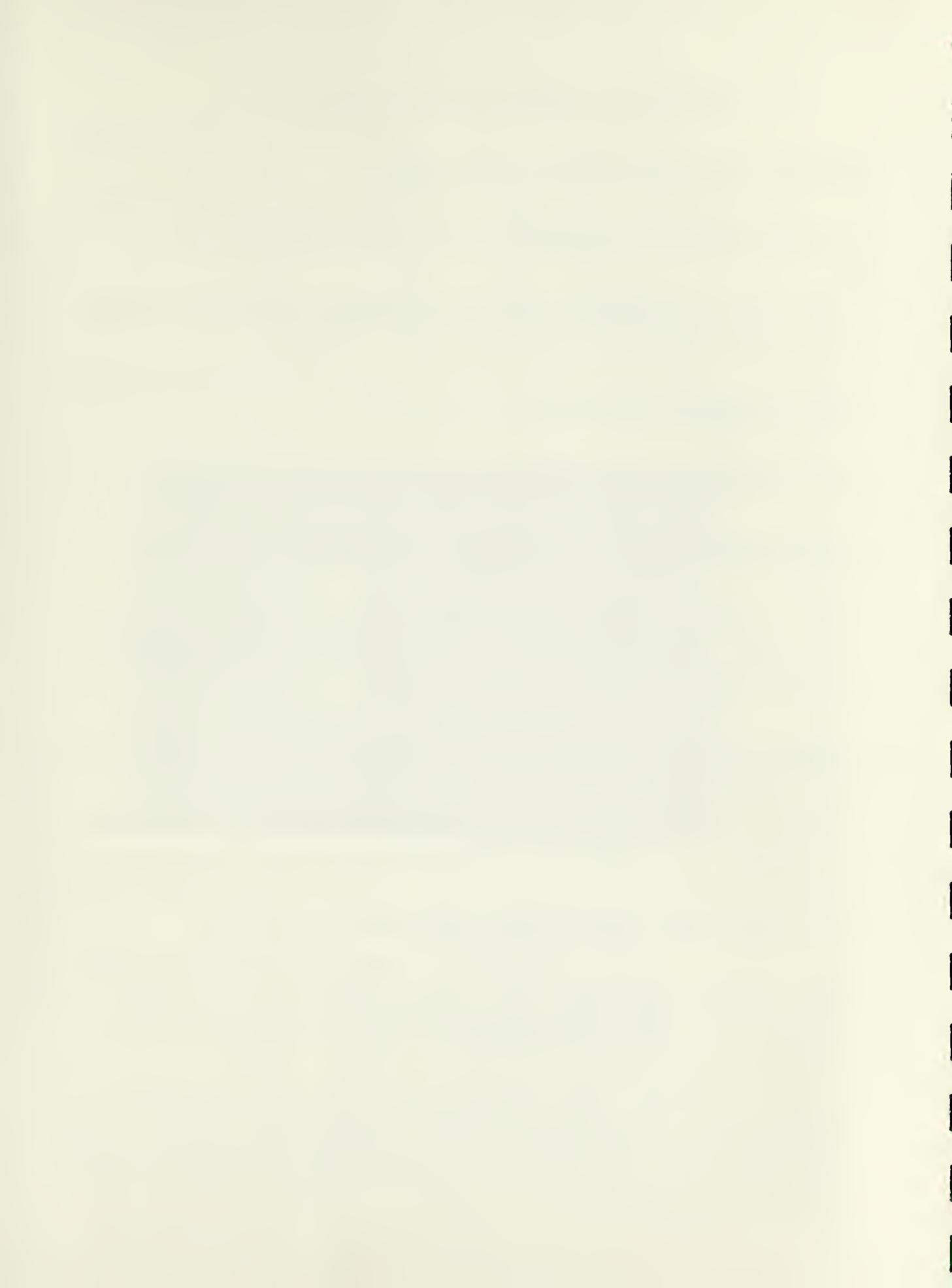


DEFINITIONS OF TERMS USED FOR REPORTING PURPOSES

1. Full-Time is the minimum number of hours constituting the official work week for a particular group or class of employees.
2. Part-Time employees are those regularly employed on a pre-arranged schedule, who work less than the minimum number of hours constituting the official work week.
3. Intermittent employees are those whose hours or days of work are not based on a pre-arranged schedule and those who are compensated only for the time when actually employed or for services actually rendered.
4. WOC(Without Compensation) represents those engaged to perform services on a regular or intermittent basis whose appointment does not provide for salary or wage payment.
5. Casual Employees are those hired informally "on the spot" for short intervals of time in connection with emergency work.
6. Persons on Leave Without Pay are those currently in a nonpay status for scheduled periods longer than 30 days (other than furlough by reduction in force).
7. Turnover Formula: Permanent full-time accessions or separations divided by the average number of permanent full-time employees for the period reported (the number of permanent full-time employees at the end of the past period plus the number of permanent full-time employees at the end of the period reported, divided by two.)
8. Washington, D. C., Metropolitan Area includes the District of Columbia; Alexandria City, Arlington and Fairfax Counties, Falls Church City, Virginia; and Montgomery and Prince Georges Counties, Maryland.

SUMMARY OF GROUPS OF EMPLOYEES REGULARLY EXCLUDED FROM THE MONTHLY REPORTS

1. All persons on a scheduled leave without pay period longer than thirty days.
2. All persons placed on furlough by reason of reduction-in-force after the last day of active duty specified in the reduction-in-force notice.
3. Casual employees (those employees hired informally by pickup "on the spot" for a definite job usually of short duration and includes such classes as harvest hands, laborers on forest roads and trail work, emergency fire fighters). The number of casual employees will be reported from time to time when complete reports are received.
4. Personnel cooperating or collaborating with, but not appointed nor paid by the Department of Agriculture (included in this group are ASC County Committeemen and County employees other than Committeemen, Extension Agents, REA cooperatives, Civilian Public Service Assignees, Crop Reporters, etc.). The number of these persons will be reported annually, as soon as possible after June 30 of each year.



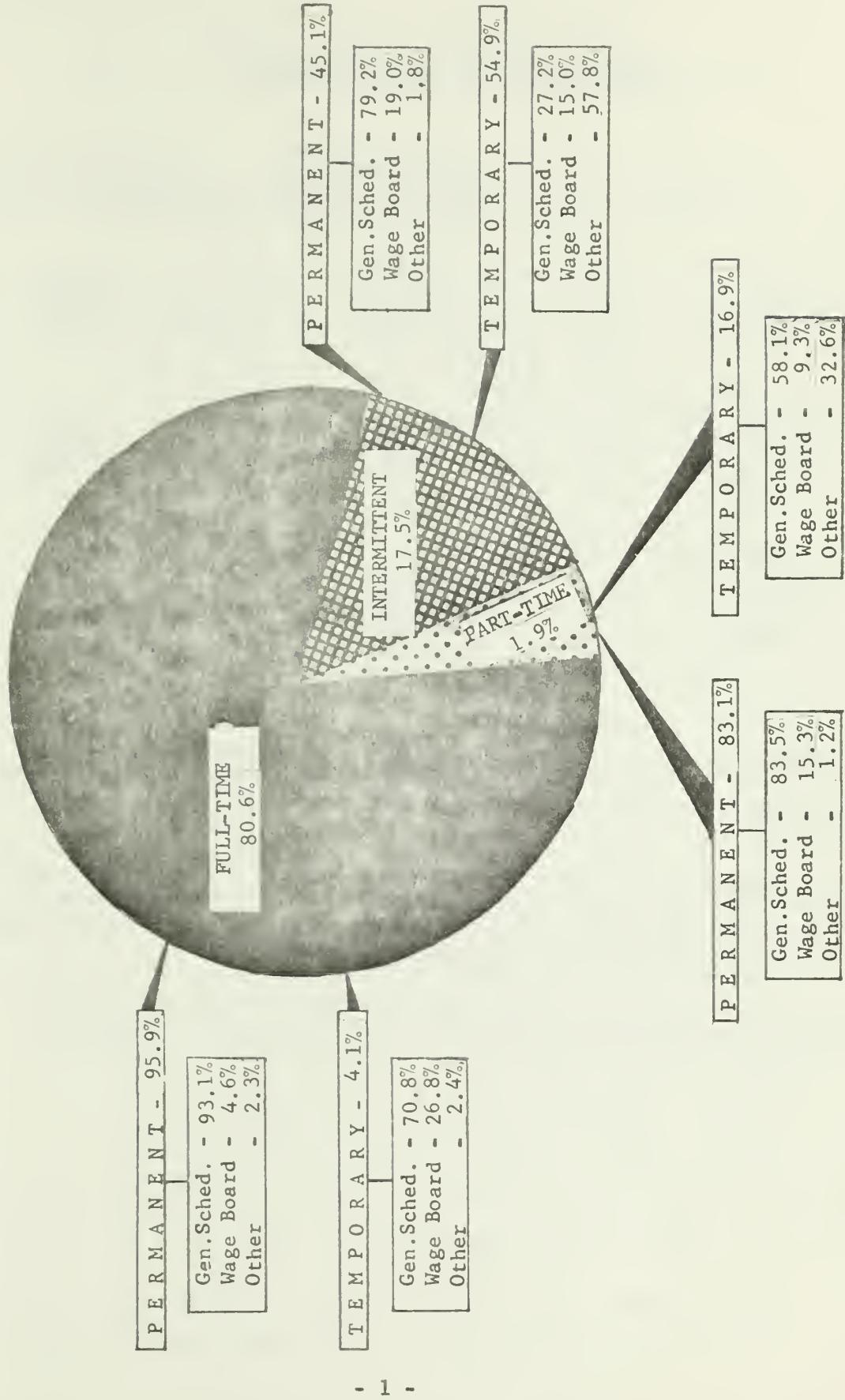


U. S. GOVERNMENT PRINTING OFFICE
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
1970 - 12/1

STATISTICAL
SUMMARY
OF
EMPLOYMENT

December 1969





*Includes employees in the 50 States, Territories, Possessions, and Foreign Countries.

COMPARISON OF FULL-TIME EMPLOYMENT

	<u>Excluding Employees in Territories & Foreign Countries</u>	<u>Including Employees in Territories & Foreign Countries</u>
<u>TOTAL</u>		
As of 9/30/69	89,555	90,742
As of 12/31/69	<u>84,697</u>	<u>85,848</u>
Net Change	- 4,858	- 4,894
<u>INSIDE D.C. METRO. AREA</u>		
As of 9/30/69	12,390	12,390
As of 12/31/69	<u>12,164</u>	<u>12,164</u>
Net Change	- 226	- 226
<u>OUTSIDE D.C. METRO. AREA</u>		
As of 9/30/69	77,165	78,352
As of 12/31/69	<u>72,533</u>	<u>73,684</u>
Net Change	- 4,632	- 4,668

Full-time employment in the Department of Agriculture numbered 85,848 on December 31, 1969, as compared with 90,742 on September 30, 1969. Part-time and intermittent employment totaled 20,636 as compared with 22,309 on September 30, 1969.

Total paid employment on December 31, 1969 was 106,484, a decrease of 6,567 since September 30, 1969. This figure applies to total paid employment in the Department including employees in Territories and Foreign Countries, and part-time workers as well as those regularly employed.

The decrease in full-time, part-time and intermittent employment applies to most agencies of the Department and is due to the reduction of personnel ceilings and administrative funds.

QUARTERLY REPORT OF PAID EMPLOYMENT

As of End of December 1969

Inside and Outside Washington, D.C., Metropolitan Area 1/

AGENCY	FULL-TIME			PART-TIME	INTERMITTENT	TOTAL PAID
	PERM.	TEMP.	TOTAL			
TOTAL	82,286	3,562	85,848	1,978	18,658	106,484
01 SECY	101	-	101	1	-	102
02 C&MS	12,967	256	13,223	136	2,069	15,428
03 ARS	13,686	896	14,582	329	910	15,821
04 GEA	155	1	156	1	-	157
05 ASCS	4,057	162	4,219	53	215	4,487
06 FCS	88	4	92	2	-	94
07 FHA	6,623	242	6,865	146	* 5,621	12,632 <u>2/</u>
08 FCIC	656	12	668	60	952	1,680
09 FES	240	13	253	7	1	261
10 FAS	792	5	797	6	8	811
11 FS	20,913	1,771	22,684	897	6,342	29,923 <u>3/</u>
12 NAL	178	1	179	7	13	199
13 INF	204	3	207	1	2	210
14 OGC	348	9	357	9	5	371
15 REA	851	-	851	5	5	861
16 SCS	14,487	40	14,527	230	1,412	16,169
17 OMS	312	3	315	7	-	322
18 ERS	1,017	10	1,027	36	15	1,078
19 SEG	7	-	7	-	-	7
20 SKS	1,183	6	1,189	17	970	2,176
21 RCD3	17	-	17	-	-	17
22 CSRS	90	2	92	1	-	93
23 CIG	849	5	854	3	6	863
24 TDS	9	-	9	-	-	9
27 RPDES	30	5	35	-	-	35
28 PEA	189	1	190	1	3	194
29 PMS	175	-	175	1	-	176
30 FNS	1,477	90	1,567	16	50	1,633
31 FEFS	1	-	1	-	-	1
90 DEP	55	1	56	1	-	57
91 OEP	6	-	6	-	-	6
92 OEP	206	-	206	2	56	264
93 OEP	71	1	72	-	3	75
98 P&O	246	23	269	3	-	272

1/ Includes employees in the 50 States, Territories, Possessions, and Foreign Countries.* Includes 5,547 FHA State and County Committeemen who performed service during the month.2/ Includes 110 employees paid from Economic Opportunity Appropriations.3/ Includes 1,235 Job Corps employees.

QUARTERLY REPORT OF PAID EMPLOYMENT
As of End of December 1969
Inside Washington, D.C., Metropolitan Area

AGENCY	FULL-TIME			PART-TIME	INTERMITTENT	TOTAL PAID
	PERM.	TEMP.	TOTAL			
TOTAL	11,878	286	12,164	283	337	12,784
01 SECY	98	-	98	-	-	98
02 C&MS	1,280	13	1,293	23	10	1,326
03 ARS	3,143	188	3,331	109	249	3,689
04 CEA	35	1	36	-	-	36
05 ASCS	849	7	856	12	5	873
06 FCS	86	-	86	1	-	87
07 FHA	228	-	228	8	6	242
08 FCIC	80	2	82	1	-	83
09 FES	209	5	214	6	1	221
10 FAS	514	1	515	6	4	525
11 FS	721	7	728	32	10	770
12 NAL	178	1	179	7	13	199
13 INF	204	3	207	1	2	210
14 OGC	186	6	192	7	1	200
15 REA	667	-	667	5	5	677
16 SCS	560	7	567	10	16	593
17 OMS	312	3	315	7	-	322
18 ERS	732	5	737	24	2	763
19 SEG	7	-	7	-	-	7
20 SRS	443	3	446	11	7	464
21 RCDS	17	-	17	-	-	17
22 CSRS	87	1	88	1	-	89
23 OIG	205	-	205	1	2	208
25 IIS	9	-	9	-	-	9
27 RPDES	30	5	35	-	-	35
28 PSA	81	-	81	1	-	82
29 EMS	172	-	172	1	-	173
30 FNS	356	3	359	5	1	365
31 FEDS	1	-	1	-	-	1
90 P&F	55	1	56	1	-	57
92 OHE	6	-	6	-	-	6
94 OMT	10	-	10	-	-	10
96 OP	71	1	72	-	3	75
98 P&O	246	23	269	3	-	272

QUARTERLY REPORT OF PAID EMPLOYMENT
As of End of December 1969
Outside Washington, D.C., Metro. Area 1/

AGENCY	FULL-TIME			PART-TIME	INTERMITTENT	TOTAL PAID
	PERM.	TEMP.	TOTAL			
TOTAL	70,408	3,276	73,684	1,695	18,321	93,700
01 SECY	3	-	3	1	-	4
02 C&MS	11,687	243	11,930	113	2,059	14,102
03 ARS	10,543	708	11,251	220	661	12,132
04 CEA	120	-	120	1	-	121
05 ASCS	3,208	155	3,363	41	210	3,614
06 FCS	2	4	6	1	-	7
07 FHA	6,395	242	6,637	138	5,615	12,390
08 FCIC	576	10	586	59	952	1,597
09 FES	31	8	39	1	-	40
10 FAS	278	4	282	-	4	286
11 FS	20,192	1,764	21,956	865	6,332	29,153
12 NAL						
13 INF						
14 OGC	162	3	165	2	4	171
15 REA	184	-	184	-	-	184
16 SCS	13,927	33	13,960	220	1,396	15,576
17 OMS						
18 ERS	285	5	290	12	13	315
19 SEG						
20 SRS	740	3	743	6	963	1,712
21 RCD						
22 CSRS	3	1	4	-	-	4
23 OIG	644	5	649	2	4	655
25 IOS						
27 RPDES						
28 PSA	108	1	109	-	3	112
29 FMS	3	-	3	-	-	3
30 CNS	1,121	87	1,208	11	49	1,268
31 PEDS						
32 GSA						
33 OMB						
34 CIA	196	-	196	2	56	254
36 OJP						
38 DIA						

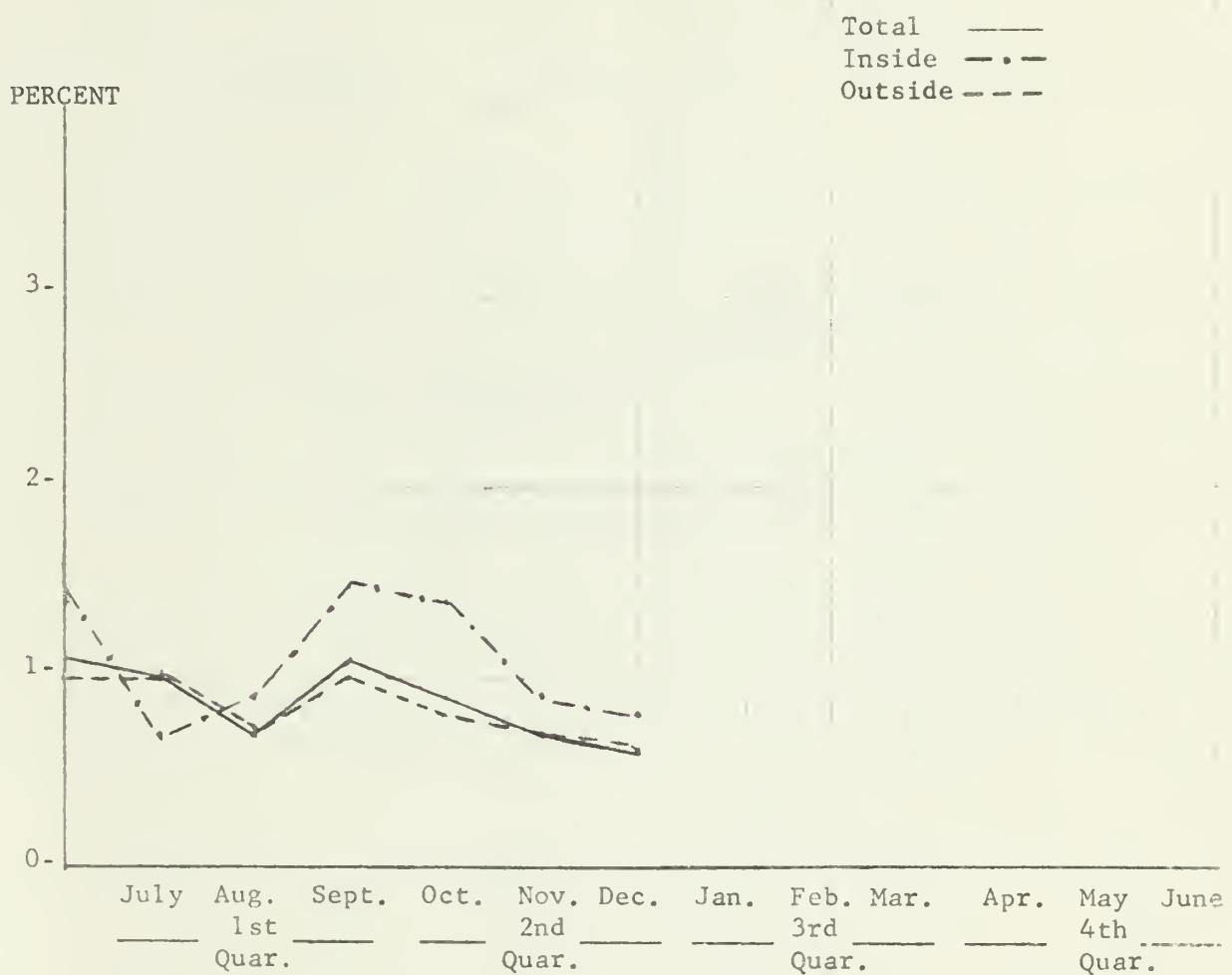
1/ Includes employees in the 50 States, Territories, Possessions, and Foreign Countries.

TREND OF TURNOVER OF PERMANENT FULL-TIME EMPLOYEES 1/

	TOTAL			INSIDE WASH., D.C., MET. AREA			OUTSIDE WASH., D.C., MET. AREA		
	AVERAGE NO. OF EMPL. DURING MONTH	NO. SEP. EXCEPT INTRA- DEPT. ACTIONS	PER- CENT OF TURN- OVER	AVERAGE NO. OF EMPL. DURING MONTH	NO. SEP. EXCEPT INTRA- DEPT. ACTIONS	PER- CENT OF TURN- OVER	AVERAGE NO. OF EMPL. DURING MONTH	NO. SEP. EXCEPT INTRA- DEPT. ACTIONS	PER- CENT OF TURN- OVER
FY 1967									
Sept.	82,272	1,494	1.8	12,075	331	2.7	70,197	1,163	1.7
Dec.	82,528	637	0.8	12,131	118	1.0	70,397	519	0.7
March	82,260	808	1.0	12,069	140	1.2	70,191	668	0.9
June	83,967	1,179	1.4	12,682	234	1.9	71,626	945	1.3
FY 1968									
Sept.	85,213	1,438	1.7	12,587	313	2.5	72,626	1,125	1.5
Dec.	84,982	683	0.8	12,632	123	1.0	72,350	560	0.8
March	84,264	955	1.1	12,514	159	1.3	71,750	796	1.1
June	84,263	1,072	1.3	12,378	178	1.4	71,885	894	1.2
FY 1969									
Sept.	84,088	1,266	1.5	12,463	280	2.2	71,625	986	1.4
Dec.	82,792	543	0.7	12,126	103	0.8	70,666	440	0.6
March	84,125	1,085	1.3	12,174	215	1.8	71,798	870	1.2
June	82,194	918	1.1	11,967	183	1.5	70,227	735	1.0
FY 1970									
July	82,935	821	1.0	12,069	90	0.7	70,866	731	1.0
Aug.	82,908	587	0.7	12,090	113	0.9	70,818	474	0.7
Sept.	82,482	912	1.1	12,076	180	1.5	70,405	732	1.0
Oct.	83,112	745	0.9	12,053	174	1.4	69,945	562	0.8
Nov.	82,651	589	0.7	11,949	104	0.9	69,601	475	0.7
Dec.	82,287	529	0.6	11,866	92	0.8	69,332	430	0.6

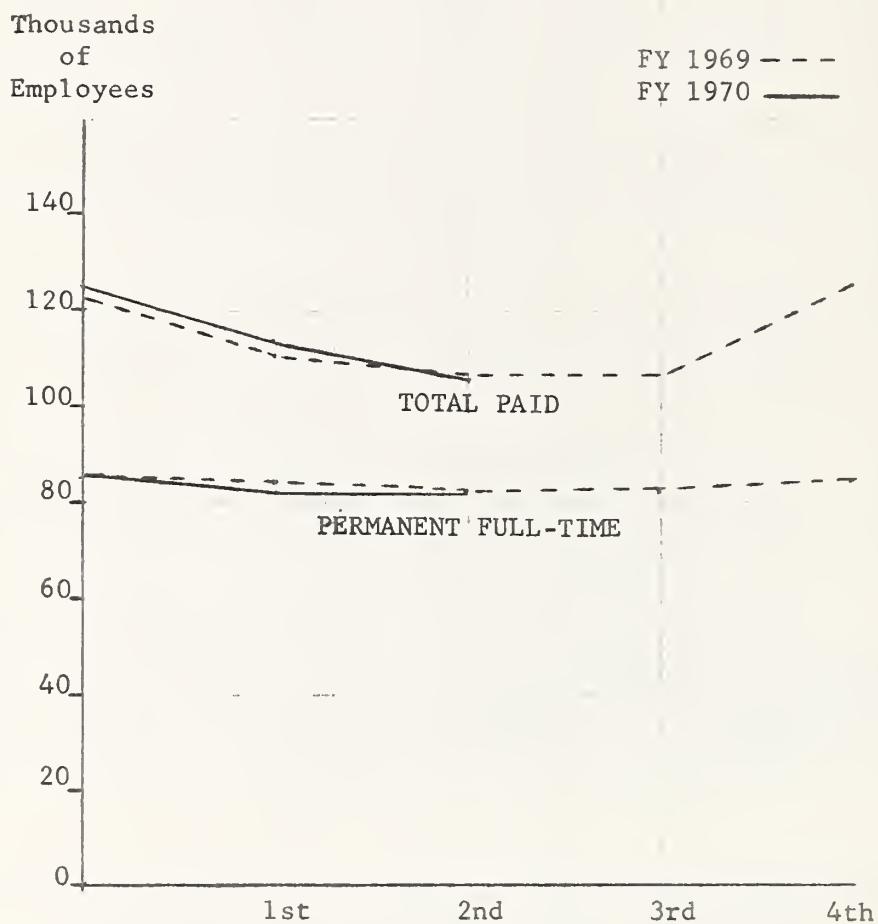
1/ Excludes WOC employees and employees in Territories and Foreign Countries.

TURNOVER OF PERMANENT FULL-TIME EMPLOYEES
FOR CURRENT FISCAL YEAR 1/



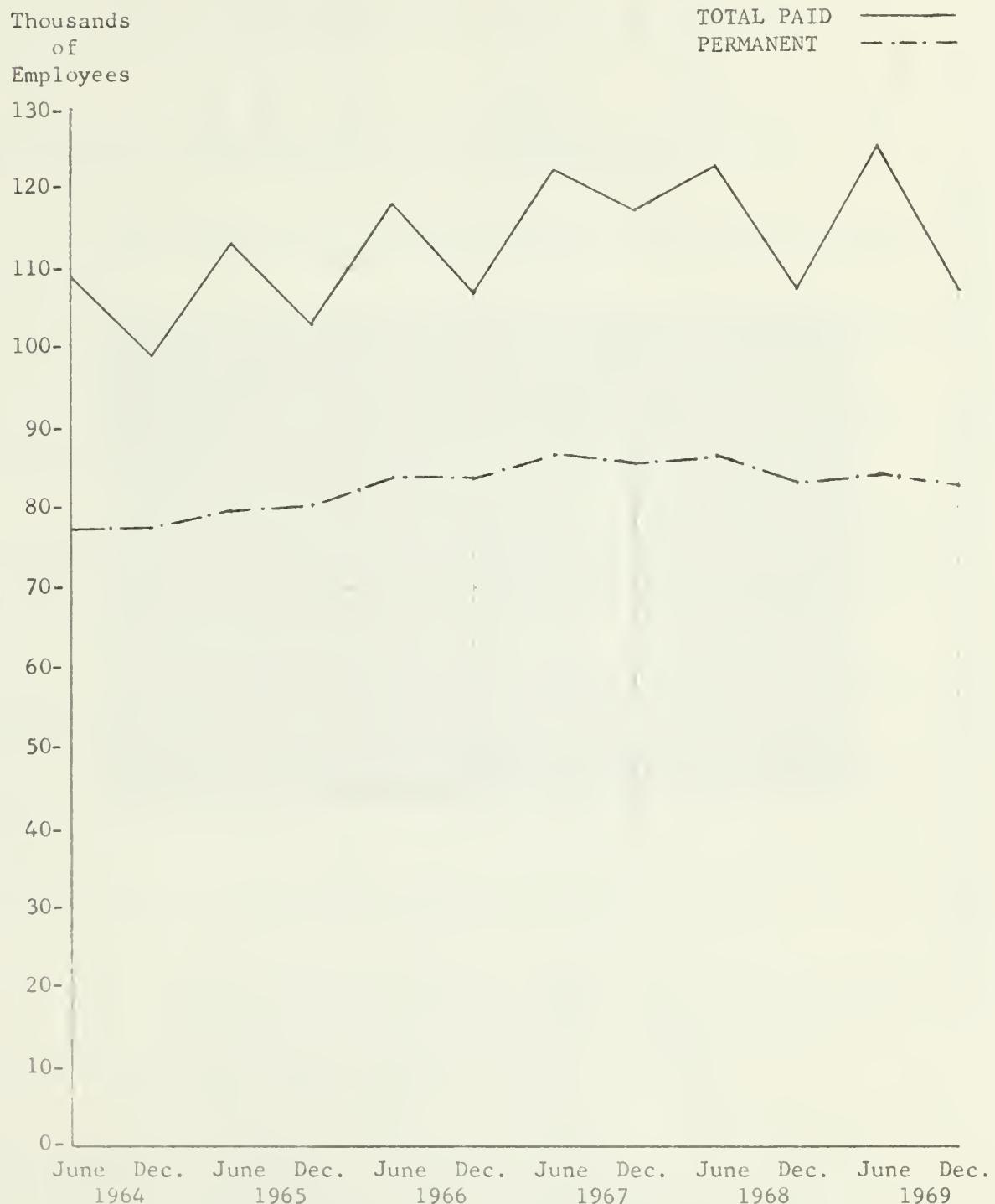
1/ Excludes employees outside the 50 States. Excludes transfers between Agencies of the Department.

COMPARISON OF PERMANENT FULL-TIME AND TOTAL PAID EMPLOYMENT
BY QUARTERS FOR FISCAL YEARS 1969 AND 1970 1/



1/ Includes employees in Territories and Foreign Countries, but excludes WOC employees.

COMPARISON OF PERMANENT FULL-TIME AND TOTAL PAID EMPLOYMENT
FROM 1964 to 1969 FOR MONTHS INDICATED



DISTRIBUTION OF NONTEMPORARY FULL-TIME EMPLOYEES AS OF DECEMBER 31, 1969*

PERMANENT

84.4%

Cond., Taper, Indef.

15.6%

COMPETITIVE
95.9%

GENERAL SCHEDULE

95.0%

WAGE BOARD -	4.7%
OTHER -	0.3%

PERMANENT

67.2%

COND., INDEF.

32.8%

EXCEPTED - 4.1%

GENERAL SCHEDULE

45.8%

WAGE BOARD -	3.1%
OTHER -	51.1%

*Includes employees in the 50 States, Territories, Possessions, and Foreign Countries.

DEFINITIONS OF TERMS USED FOR REPORTING PURPOSES

1. Full-Time is the minimum number of hours constituting the official work week for a particular group or class of employees.
2. Part-Time employees are those regularly employed on a pre-arranged schedule, who work less than the minimum number of hours constituting the official work week.
3. Intermittent employees are those whose hours or days of work are not based on a pre-arranged schedule and those who are compensated only for the time when actually employed or for services actually rendered.
4. WOC(Without Compensation) represents those engaged to perform services on a regular or intermittent basis whose appointment does not provide for salary or wage payment.
5. Casual Employees are those hired informally "on the spot" for short intervals of time in connection with emergency work.
6. Persons on Leave Without Pay are those currently in a nonpay status for scheduled periods longer than 30 days (other than furlough by reduction in force).
7. Turnover Formula: Permanent full-time accessions or separations divided by the average number of permanent full-time employees for the period reported (the number of permanent full-time employees at the end of the past period plus the number of permanent full-time employees at the end of the period reported, divided by two.)
8. Washington, D. C., Metropolitan Area includes the District of Columbia; Alexandria City, Arlington and Fairfax Counties, Falls Church City, Virginia; and Montgomery and Prince Georges Counties, Maryland.

SUMMARY OF GROUPS OF EMPLOYEES REGULARLY EXCLUDED FROM THE MONTHLY REPORTS

1. All persons on a scheduled leave without pay period longer than thirty days.
2. All persons placed on furlough by reason of reduction-in-force after the last day of active duty specified in the reduction-in-force notice.
3. Casual employees (those employees hired informally by pickup "on the spot" for a definite job usually of short duration and includes such classes as harvest hands, laborers on forest roads and trail work, emergency fire fighters). The number of casual employees will be reported from time to time when complete reports are received.
4. Personnel cooperating or collaborating with, but not appointed nor paid by the Department of Agriculture (included in this group are ASC County Committeemen and County employees other than Committeemen, Extension Agents, REA cooperatives, Civilian Public Service Assignees, Crop Reporters, etc.). The number of these persons will be reported annually, as soon as possible after June 30 of each year.

